

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
819 North Sixth Street  
Room 128  
Milwaukee, WI 53203-1675  
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## **State of Wisconsin Department of Corrections**

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October 9, 2017

Chief Peter Hoell  
Germantown Police Department  
N112 W16877 Mequon Road  
Germantown, WI 53022

**RE: 2017 Annual Inspection, Germantown Municipal Lockup**

Dear Chief Hoell:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Germantown Municipal Lockup was conducted on September 27, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The three cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Pursuant to DOC 349.12(3)(5), inspections of cell and fire escape locks and doors are being recorded on a monthly basis.

#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

#### **Health Care 349.09**

The Germantown Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the lockup log showed that a health screening form was completed on each individual detained in a cell.

Current Germantown procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Germantown Fire Department was completed on 5/25/17. An evacuation route is posted and fire protection equipment present and accessible should the need arise.

### **Records and Reporting 349.11**

Since the last annual inspection in 2016, there have been no notifications to my office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found to be in compliance with DOC 349.12(3)(5) Security Reporting. A review of completed booking sheets found that security checks are generally being completed and documented approximately [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code.

### **Detention of Juveniles 349.21**

Your department has elected to not hold juveniles in your lockup per correspondence to this office. The policy and procedure requirements for the detention of juveniles are set forth in DOC 349.21. Should you decide to reconsider in the future, please contact this office to obtain further information on requirements, including those of the Wisconsin Department of Justice.

### **Approval**

The Germantown Municipal Lockup is approved for the detention of adults for up to 72 hours. It is not approved for the detention of juveniles. This approval is with the understanding that the facility will maintain continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes.

I would like to thank Captain Lieutenant Jeff Gonzalez for assisting during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz". The signature is fluid and cursive, with a long, sweeping underline.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Lt. Jeff Gonzalez  
Kristi Dietz, ODF Director  
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